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Approval Process*		
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2

Draft Number and Date: <u>Stage 4</u>
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POLICY APPROVAL PROCESS DATES	
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POLICY TITLE	Appropriateness of Expenditures	Policy Number	204
Section	Financial Affairs and Development	Approval Date	
Subsection	General Financial Policies	Effective Date	
Responsible Office	Office of the Vice President for Finance and Administration		

1.0 PURPOSE

1.1 The purpose ~~for this revision of UVU Policy 204 Appropriateness of Expenditures~~ of this policy is to delineate appropriate and inappropriate expenditures and empower managers to make good spending decisions and be ~~good~~ responsible stewards of University funds.

2.0 REFERENCES

- 2.1 Utah Code Annotated 63B-1b-101, et seq. ~~65-1001~~
- 2.2 UVU Policy 201 *General Fiscal Policies and Procedures*
- 2.3 UVU Policy 206 *Travel*
- 2.3 UVU Policy ~~203 Purchasing~~ 241 University Procurement
- 2.4 UVU Policy ~~204 Appropriateness of Expenditures~~ 242 Solicitation and Award of Procurement Contracts
- 2.5 UVU Policy 243 Small Purchases
- 2.6 UVU Policy 244 Requisitions and Purchase Orders
- 2.7 UVU Policy 245 Receiving Goods and Services
- 2.9 UVU Policy 330 *Uniforms Policy*
- 2.10 UVU Policy 602 *Student-Athlete Travel and Attendance*
- 2.11 UVU Policy 608 *Educational Travel and Study Abroad Programs*
- 2.12 ~~Procurement Department guidelines on UVU department website~~ Procurement Services Operating Procedures and Guidelines



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3.0 DEFINITIONS

45 **3.1 Agency funds:** Funds of non-university organizations or groups where the University is
46 only the custodian of such funds.

47 **3.2 Auxiliary funds:** Funds designated by the Regents as auxiliary funds of the University; for
48 example, Bookstore, Dining Services, and Student Center.

49 **3.3 Foundation funds:** Agency funds controlled by the Utah Valley University Foundation, Inc.

50
51 **3.4 Institutional Interest-Investment Income (III) funds:** Funds generated from the interest
52 investment of university funds in bank accounts, excludes Foundation Funds.

53
54 **3.5 State appropriated funds:** Funds appropriated by the Utah State Legislature including, but
55 not limited to, state tax funds and tuition and applicable fees (for example, application fees,
56 graduation fees).

57
58 **3.6 Student fee funds:** Funds collected as "General Fees" along with tuition and approved by
59 the Board of Regents for student activities, events, and facilities.

60
61 **3.7 University funds:** Any and all funds processed through the University financial system and
62 are included in the University's financial statements, including agency, auxiliary, Foundation,
63 III, and state-appropriated funds.

64
65 ~~**3.5 III Funds (Institutional Interest Investment Income):** Funds generated from the interest
66 investment of university funds in bank accounts, excludes Foundation Funds.~~

67 -
68 ~~**3.6 State appropriated funds:** Funds appropriated by the Utah State Legislature including, but
69 not limited to, state tax funds and tuition and applicable fees (for example, application fees,
70 graduation fees).~~

71 -
72 ~~**3.7 Student fee funds:** Funds collected as "General Fees" along with tuition and approved by
73 the Board of Regents for student activities, events, and facilities.~~

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75

4.0 POLICY

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77
78 **4.1** As a Utah state institution of higher education, Utah Valley University must ensure that all
79 university funds are used only to support appropriate university business. When the expenditure
80 is funded by a grant or contract, the use of such funds will be governed by the most restrictive



81 conditions of the grant, contract, or university policy. The following standards shall guide all
82 university expenditures:

83 **4.1.1** Each school, department, unit, and approving official must exercise prudent judgment to
84 ensure that the commitment of funds is appropriate and justified for university operations.
85

86 **4.1.2** All expenditures must be for university purpose and not of a personal nature.
87

88 **4.1.3** Expenditures for compensation as defined by IRS code and/or Utah Code Annotated are
89 covered and should adhere to UVU compensation policies.
90

91 **4.1.4** Agency Funds expenditures by non-university organizations and component units will be in
92 accordance to university policy, procedures, and practices.
93

94 **4.2 Appropriateness of Expenditures**

95
96 ~~4.2.1 The appropriateness of specific expenditures is found in section 5.2 through 5.31.~~ Not all
97 allowable expenses are appropriate use of university funds and require specific approvals. The
98 approval required may vary depending on the expenditure. See section 5.0.
99

101 **5.0 PROCEDURES**

103 **5.1 Required Approvals**

104 **5.1.1** The procedure for required approvals of expenditures is as follows:

105 1) Responsible parties, or ~~their~~~~his~~ or ~~her~~ designee, will approve all requisitions for any amount
106 tied to their index codes.
107

108 2) Vice presidents will approve (a) all requisitions for \$25,000 and above and (b) all requisitions
109 for a membership, floral, clothing, or awards commodity assigned.
110

111 3) The President will approve (a) all requisitions for \$100,000 and above and (b) all requisitions
112 with a membership, floral, clothing, or awards commodity from his personal staff.
113

114 4) The President will review all requisitions from \$150,000 to \$499,999 with President's Council
115 prior to approval.
116

117 5) The President shall obtain Board of Trustees' approval for all requisitions for \$500,000 and
118 above.
119



120 6) The events center may issue settlement checks to sponsors or entertainers provided auditable
121 documentation is available and kept on file.

122
123 7) Any expense reimbursement to an employee must have a second-level supervisor's approval.

124
125 ~~8) Any expenditure external to UVU that cannot be purchased with a limited purchase check or~~
126 ~~procurement card must be obtained using a requisition through the Purchasing Department.~~

127
128 8) Please see ~~specific type of expenditure~~ sections 5.2 through section 5.35 for additional
129 approvals and conditions, if required.

130
131 **5.1.2** The detailed procedures for processing appropriate expenditures as defined in this policy
132 are found in other UVU policies and procedures as follows:

133
134 ~~1) Purchasing responsibilities, purchases, restricted and special procurement, solicitation of bids~~
135 ~~and proposals and the award of procurement contracts, lease or rental of property for university~~
136 ~~use, warehouse materials, procurement from vendor in which university employee has an~~
137 ~~interest, limited purchase checks are found in UVU Policy 203 *Purchasing*; Any expenditure
138 external to UVU must be purchased in accordance with UVU Policy 241 *University*
139 *Procurement*; UVU Policy 242 *Solicitation and Award of Procurement Contracts*; UVU
140 *Policy 243 Small Purchases*; and UVU Policy 244 *Requisitions and Purchase Orders*.~~

141
142 2) Retainment and payment of non-university employees with specialized expertise are covered
143 in UVU Policy 209 *Contracting with Non-college Employees*.

144
145 3) Reimbursement for Travel is covered in UVU Policy 206 *Travel*; UVU Policy 608
146 *Educational Travel and Study Abroad*; UVU Policy 602 *Student-Athlete Travel and Attendance*;
147 and guidelines on the Business Office Web site.

148
149 ~~4) Procurement card expenditures should follow the Purchasing Departmental procedures found~~
150 ~~on the Purchasing web page.~~

151
152 4) Gifts, prizes, and awards that are taxable for employees must be reported by using these
153 procedures and by using a *Payroll Action Form (PAF)* according to Human Resources/Payroll
154 departmental procedures. (See UVU Policy 211 *Employee Appreciation and Recognition (Gifts*
155 *and Rewards*.)

156
157 **5.1.3** Any exception to this policy and procedure requires second-level and the appropriate vice
158 president's approval with a written explanation stating the reason why policy/procedure was not
159 followed and justification for an exception to policy/procedure.

160
161 **5.2 Purchase of Alcoholic Beverages**
162



163 **5.2.1** Serving of alcoholic beverages for events on campus or at campus facilities is not
164 permitted.

165
166 **5.2.2** Vice presidents may authorize employees to use available Foundation Funds or III Funds,
167 if available, for the purchase and reimbursement for alcoholic beverages required to promote the
168 University at events external to the campus. Utah state laws specifically prohibit the use of state
169 appropriated funds for the purchase of alcoholic beverages.

170
171 **5.3 Purchase of Appliances**

172
173 **5.3.1** Microwave ovens and refrigerators for departmental use are an appropriate expenditure.

174
175 **5.3.2** Fans and ceramic space heaters are an appropriate expenditure.

176
177 **5.3.3** Hot plates and stoves are not appropriate departmental expenditures except for Dining
178 Services and other appropriate departments/locations where food is served as a part of doing
179 business (for example, the events center, Culinary Arts, Wee Care programs, Teacher Education
180 Preschool).

181
182 **5.3.4** Appliances that are used in, or in support of, educational and research programs are
183 appropriate expenditures; for example, autoclaves or ice machines (see also section [Equipment](#)
184 [5.11](#)).

185
186 **5.4 Rental of Caps and Gowns**

187
188 **5.4.1** Rental of caps and gowns for university faculty/staff who participate in a university
189 commencement ceremony is an appropriate expense.

190
191 **5.5 Charge Cards (Corporate)**

192
193 **5.5.1** Corporate charge cards, (~~for example, American Express~~) and related annual fees,
194 delinquency assessments, and penalties are considered personal charges and are not reimbursable
195 regardless of the fund source.

196
197 **5.5.2** For group travel, UVU will allow payments of annual fees on corporate cards as authorized
198 by ~~the Purchasing Department Procurement Services~~ and ~~the~~ appropriate vice president when the
199 charge card is the most effective way to pay for group travel (for example, athletics, study
200 abroad, etc.).

201
202 **5.6 Child Care Expenses**

203
204 **5.6.1** Child care expenses are considered personal expenses and are not reimbursable.



206 **5.7 Clothing**

207
208 **5.7.1** Personal laundry/dry cleaning is considered a personal expense and not reimbursable.

209
210 **5.7.2** Laundry/dry cleaning of team uniforms or costumes is an appropriate expense.

211
212 **5.7.3** Personal clothing is considered a personal expense and reimbursement is not appropriate.

213
214 **5.7.4** Standardized uniforms required for work assignments are an appropriate expenditure and
215 require a vice president approval (see UVU Policy 330 *Uniforms*).

216
217 **5.7.5** Clothing and apparel provided to promote university student recruiting programs,
218 marketing, and promotional events, and related to university business (for example, Bookstore,
219 Dining Service, Perspective Student Services, etc.) is an appropriate expenditure and requires a
220 vice president approval.

221
222 **5.8 Donations to Charitable and Non-Charitable Organizations**

223
224 **5.8.1** Donations of university funds to charitable and non-charitable organizations for or on
225 behalf of employees, non-employees, and former employees are not appropriate expenses,
226 regardless of fund source. UVU sponsorship of or marketing with charitable and non-charitable
227 organizations is appropriate with the appropriate vice president's approval. Student clubs are
228 exempt from section 5.8.1. (See also section 5.14, "Charitable Events/University Functions.")

229
230 **5.9 Emolument, Gratuity, Contribution, Loan, or Reward for Expenditure**

231
232 **5.9.1** Expenditures of UVU University funds by UVU employees ~~that are associated with~~ related
233 ~~to a promise to provide or in receipt of receiving~~ an emolument, gratuity, contribution, loan, or
234 ~~reward, or promise thereof,~~ for ~~the~~ employee's own use or benefit ~~or for the use or benefit~~ of
235 any other person or organization is not appropriate and is potentially illegal (see Utah Code
236 Annotated [63-65-1001-63g-6a-2304.5](#), as ~~may be~~ amended).

237
238 **5.10 Entertainment**

239
240 **5.10.1** Expenditures for entertainment are appropriate as outlined in section 5.13 "Business
241 Meetings and University-Sponsored Events" and section 5.15 "Faculty and Staff Events."

242
243 **5.11 Equipment**

244
245 **5.11.1** Equipment purchases for academic and university purposes are an appropriate use of
246 funds when justified to meet the instructional and business operations of the University.
247 Purchasers need to conform to UVU Policy 203 *Purchasing*.



249 **5.12 Flowers**

250

251 **5.12.1** Flowers are defined as bouquets, planters, floral arrangements, and include balloons,
252 cookies, and stuffed animals. Appropriate events for flowers should be coordinated with ~~the~~
253 University Marketing and Communications ~~department~~ except as noted below. Flowers are
254 appropriate under the following conditions with approval from the appropriate vice president:

255

256 1) Bereavement flowers due to employee death, the death of the employee's spouse, parent, or
257 employee's child.

258

259 2) Bereavement flowers are appropriate for the death of a student. The flower purchases should
260 be coordinated with the Vice President of Student Affairs or designee to minimize multiple
261 purchases by various university departments, offices, and organizational units.

262

263 3) Bereavement flowers are appropriate for the death of a donor, trustee, board member, or their
264 spouses. The flower purchases should be coordinated with the Vice President for University
265 Advancement or designee to minimize multiple purchases by various university departments,
266 offices, and units.

267

268 4) Flowers for hospitalization of employees, board members, and donors.

269

270 5) Flowers for receptions and convocations (for example, graduation) where they pertain to
271 university business.

272

273 6) Flowers for university-sponsored events/functions (for example, foundation fundraisers, donor
274 events, university donor development, government relations, university marketing, etc.) are
275 appropriate from Foundation Funds and III Funds to foster university relations.

276

277 7) Flower expenditures for office use, personal office/work areas, holidays, non-university
278 business, and other special occasions (for example, weddings, baby showers, Secretary's Day,
279 Valentine's Day, Bosses' Day) are considered personal expense items and are not an appropriate
280 use of funds.

281

282 8) Flowers are appropriate expenditures when purchased by auxiliaries for resale.

283

284 **5.13 Business Meetings and University-Sponsored Events**

285

286 **5.13.1** University business meetings and university-sponsored employee events (including
287 employee achievement awards programs, student academic/athletic awards programs, and
288 faculty/staff academic awards programs) where food or meals are provided in the course of doing
289 business is an appropriate use of funds under the following conditions:

290



- 291 1) Limited to appropriate university faculty and staff for a university business meeting or
292 university-sponsored event and must be approved prior to the event by a second-level supervisor;
293
294 2) Light refreshments for staff meetings;
295
296 3) University recognition/awards/academic programs must be approved by the dean or director,
297 his or her designee, and account manager;
298
299 4) Cost for honoree or student and his or her guest is authorized;
300
301 5) Attendance by other guests of university faculty and staff will be at their own expenses, unless
302 invitation is extended to the spouse or guest;
303
304 6) Cost associated with the event/function should be reasonable;
305
306 **5.13.2** If events are held on-campus at a location other than the events center, use Dining
307 Services shall be used for catering.

309 **5.14 Charitable Events/University Functions**

310
311 **5.14.1** Charitable events participation such as University and Foundation fundraisers may be
312 approved by a vice president or his or her designee if it is one of the major marketing/fundraiser
313 sponsorships of the University as designated by the President: for example, Scholarship Ball,
314 Alumni Golf Tournament, Wolverine Golf Tournament (see section 5.13.1).

315
316 **5.14.2** Entertainment/hosting events where business meals, light refreshments, and entertainment
317 are purchased or provided for donors and other non-university employees are appropriate under
318 the following conditions from university funds:

- 319
320 1) If guests are hosted as a result of their services or contributions or their probable services or
321 contribution to the University; and/or
322
323 2) If the activities contribute to, or result from, a university-related business activity.
324

325 **5.15 Faculty and Staff Events**

326
327 **5.15.1** Because the University recognizes the benefits of events where employee morale is
328 strengthened, the cost of one faculty or staff social per year per organizational unit may be paid
329 from university funds as approved by the appropriate vice president. Such costs may include
330 rentals, food, entertainment, and decorations.
331



332 **5.15.2** Expenditures associated with university-wide employee functions or events held by the
333 President and/or vice presidents (for example, faculty/staff receptions, faculty/staff appreciation
334 and employee service award programs, holiday socials) are considered appropriate use of funds.
335

336 **5.16 Receptions and Locations, Other**
337

338 **5.16.1** Other receptions such as baby showers, wedding showers, birthday parties, or similar
339 types of activities are not related to university business. These expenditures are considered to be
340 of a personal nature and are not reimbursable.
341

342 **5.16.2** Refreshments and other low-cost food items are not appropriate expenses for large
343 meeting room, reception, or waiting areas without a specific university business purpose.
344

345 **5.16.3** Refreshments or stocking faculty/staff break areas is not an appropriate use of funds.
346

347 **5.17 Recruitment**
348

349 **5.17.1** See section 5.14.2.
350

351 **5.18 Retirement and Going-away Receptions**
352

353 **5.18.1** Retirement and going-away receptions may be held for an employee leaving the
354 University and are an appropriate expenditure. On-campus direct charges will be limited to hors
355 d'oeuvres, rolls, or other low-cost food and non-alcoholic beverages.
356

357 **5.18.2** Going-away receptions, parties, luncheons, or dinners held for employees transferring to
358 another college, department, or unit within the University are not considered an appropriate use
359 of funds, regardless of the fund source.
360

361 **5.19 Student Events**
362

363 **5.19.1** Student Life entertainment events to benefit UVU students and community members are
364 to be paid for out of student fees.
365

366 **5.19.2** Reasonable food/candy purchases to be used for welcoming, marketing, or recruiting
367 purposes must have dean's, associate vice president's, or assistant vice president's approval.
368

369 **5.20 Gasoline/Fuel**
370

371 **5.20.1** Gasoline/fuel expenses for private vehicles are included in the mileage reimbursement
372 when vehicle is used for university business and are not appropriate reimbursable expenses
373 [independently](#). These expenses are to be submitted on a *Travel Reimbursement Form*.
374



375 **5.22.2** Fleet cars (university vehicles) should be fueled using Gascard. If unable to find a
376 Gascard dealer, the driver may purchase fuel and be reimbursed.

377
378 **5.22.3** Fuel may be purchased for rental cars and is appropriate reimbursement. If used for travel,
379 the fuel should be claimed with travel expenses. ~~Departments using rental cars for non-travel use~~
380 ~~may (1) appropriately use pro-card or (2) be reimbursed for Institutional use only.~~

381
382 **5.23 Gifts, Prizes, and Awards**
383

384 **5.23.1** Gifts, prizes, and awards are subject to state and federal limitations on process and on
385 taxability.

386
387 **5.23.1.1** Internal Revenue Service (IRS) Rules and Regulations stipulate for employees that any
388 gift of cash, a gift certificate, or cash equivalent, such as an item which is easily converted to
389 cash, must be included in the recipient's gross income since it is essentially extra salary or wages,
390 regardless of the amount involved. Cash, no matter how little, is always included in the
391 recipient's gross income and must be processed through the payroll process for employees.

392
393 **5.23.1.2** Internal Revenue Service (IRS) Rules and Regulations stipulate that a restricted and
394 non-negotiable gift certificate is distinguishable from a cash equivalent gift certificate when it
395 can only be redeemed with the issuer and cannot be cashed out, sold to another person, or used to
396 reduce an outstanding account balance with the issuer of the certificate (for example, certificate
397 for admission to an event or one for the specific product such as a hat or t-shirt). If the restricted
398 or non-negotiable gift is under \$75, the gift does not have to be reported in gross income. If the
399 restricted or non-negotiable gift is \$75 or more, the value of the gift must be reported to the
400 Business Office to include in the gross income for the employee.

401
402 **5.23.1.3** For non-employees, Internal Revenue Service (IRS) Rules and Regulations stipulate that
403 if the total value of the gifts, prize, or award is \$600 or more paid in any taxable year, the
404 University must report the value on Form 1099 or 1099 MISC. The following information must
405 be reported to the Business Office via memorandum, e-mail, or completion of Form W-9
406 "Request for Taxpayer Identification Number and Certification" within 10 working days after the
407 presentation of the institution representative if a gift, prize, or award is presented to a non-
408 employee:

409
410 1) Name; social security number; home address (including city, state, and zip code); employment
411 relationship with the University (for example, employee, non-employee).

412
413 2) Description of gift, prize, or award; value (fair market value) of the gift, prize, or award.

414
415 3) Department contact's name and phone number, university, school, department, or
416 organizational unit is required to provide written notice to the recipient that the value of the gift,
417 prize, or award may be subject to federal, state, and/or local taxes.



418

419 **5.23.2** Gifts, other than approved recognition programs, (to include restricted or non-negotiable
420 gift certifications, prizes, and awards) presented to employees by university
421 departments/organizational units are not appropriate, regardless of fund source.
422

422

423 **5.23.3** Awards given to employees as part of a university or university-wide recognition program
424 for service and are publicly awarded are appropriate.
425

425

426 **5.23.4** Expenditures for gifts, prizes, and awards presented to non-employees must be approved
427 by the vice president or his or her designee and are appropriate use of funds.
428

428

429 **5.23.5** All student scholarships, grants, or awards for tuition or tuition waivers should be applied
430 to the student's account through the Financial Aid Office. Any exceptions need to be granted by
431 and through the Financial Aid office. Use of appropriated funds for scholarships, grants, and
432 awards (for example, textbooks) is not appropriate and not to be done. Other awards (for
433 example, UV Experience gift cards) used for student recruitment, orientation, marketing, and
434 promotional events are appropriate from non-appropriated sources (see section [Clothing 5.7](#)).
435

435

436 **5.23.6** Plaques related to university business are appropriate expenditures.
437

437

438 **5.24 Holiday Cards**

439

440 **5.24.1** Holiday and other cards (for example, Christmas) may be purchased for an external
441 audience when considered part of the University's development or advancement strategy.
442

442

443 **5.24.2** Holiday cards for intra-campus (on-campus) use within the organizational unit are not
444 appropriate expenses from appropriated funds.
445

445

446 **5.25 Holiday Decorations**

447

448 **5.25.1** Reasonable holiday decorations used for areas open to the general public are appropriate
449 expenses from university funds as approved by the appropriate vice president (for example,
450 Dining Services, Bookstore, Library, the events center, Institutional Residence, organizational
451 unit reception areas).
452

452

453 **5.25.2** University expenditures for holiday decorations in personal offices, work areas, etc., that
454 are not normally open to the general public are considered not appropriate.
455

455

456 **5.26 Laundry and Dry Cleaning—(See Clothing).**

457

458 **5.26.1** See section 5.7.
459

459

460 **5.27 Loans**



461
462 **5.27.1** Loans to university employees and organizations administered by the University or school
463 are not considered appropriate, regardless of the fund source.

464
465 **5.27.2** Loans to students are appropriate only when issued through the department of Financial
466 Aid and Scholarships.

467
468 **5.28 Magazine Subscriptions and Publications**

469
470 **5.28.1** Personal subscriptions to magazines, trade journal, and reading materials that are not
471 related to university business are considered personal in nature and are not reimbursable,
472 regardless of fund source.

473
474 **5.28.2** Subscriptions for departments for magazines, trade journals, and reading materials are an
475 appropriate expenditure.

476
477 **5.29 Memberships**

478
479 **5.29.1** Memberships in professional/service organizations related to university business are
480 appropriate from university funds and must be approved by the appropriate vice president,
481 associate vice president, dean, or assistant vice president and must include a written justification.

482
483 **5.29.2** Membership and country club dues (for example, golf, tennis, airline clubs, and others) in
484 nonprofessional organizations must be related to university business and are appropriate from
485 Foundation, student fees, or III funds, if available, and must be reviewed by the appropriate vice
486 president and approved by the President.

487
488 **5.30 Political Contributions**

489
490 **5.30.1** Political contributions are illegal from appropriated funds and not reimbursable.

491
492 **5.31 Printing**

493
494 **5.31.1** University organizational units should secure their copying/printing needs from
495 university-owned copying and printing equipment.

496
497 **5.31.2** All copying/printing from external vendors over \$500 must be coordinated with Printing
498 Services ~~and over \$3,000 must be bid following purchasing procedures.~~

499
500 **5.32 Recruiting for Faculty/Staff**

501
502 **5.32.1** Hosting for faculty and staff recruitment is allowed when approved by the appropriate
503 dean or director according to the following guidelines:



- 504
505 1) Cost associated with the travel costs and meals should be reasonable.
506
507 2) Purpose of meal must be documented along with those who attended.
508
509 3) Recruitment travel, lodging, and meals are reimbursed according to travel policies and
510 procedures.

511
512 **5.33 Tickets**
513

514 **5.33.1** Theater, golf, tickets, etc., to non-university sponsored events, function, or other personal
515 amusements are considered personal expenses and are not reimbursable unless it is a bona fide
516 university business purpose and approved by the appropriate vice president or his or her
517 designee.

518
519 **5.34 Travel**
520

521 **5.34.1** Reimbursement between home and the University is not an allowable expenditure.
522

523 **5.34.2** UVU business travel between UVU campuses is a reimbursable expenditure.
524

525 **5.34.3** Allowable reimbursement of in-state and out-of-state travel, please see UVU Policy 206
526 *Travel*, UVU Policy 608 *Educational Travel and Study Abroad*, UVU Policy 602 *Student-Athlete*
527 *Travel and Attendance*, and guidelines on the Finance and Business Services Web site.
528

529 **5.34.4** Entertainment expenses (for example, airline headsets, movies, sporting events) for the
530 employee while traveling are considered personal expenditures and are not reimbursable.
531

532 **5.34.5** Expenses related to vacation or personal days taken before, during, or after an official
533 university business trip are considered to be personal and not appropriate for reimbursement,
534 regardless of fund source.
535

536 **5.35 Vehicles**
537

538 **5.35.1** Purchase of campus vehicles must be coordinated through UVU Fleet Operations and
539 must be approved by the Vice President of Finance and Administration.
540

541 **5.35.2** Personal vehicle towing, traffic/parking tickets, and other related expenses are not
542 reimbursable regardless of the fund source.
543

544 **5.35.3** Towing and traffic/parking tickets while driving a university vehicle shall be paid by the
545 driver and are not reimbursable.
546



547 **5.35.4** Direct charge to departments for motor vehicle tickets and fines assessed to university-
548 owned vehicles may be appropriate from university funds only if they cannot identify or collect
549 from the person who was driving the vehicle when the violation occurred and must be authorized
550 by a vice president.

551
552 **5.35.5** Repairs, maintenance, or insurance on personal cars used for university business is
553 included in the mileage reimbursement and are not reimbursable regardless of fund source.
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POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

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